

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATIONS

EMPLOYMENT AND TRAINING SPECIALIST

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Admin. Code, for making classification decisions relative to present and future positions at the Department of Workforce Development that provide job placement services to applicants and employers. This classification specification is not intended to identify every duty that may be assigned to positions, but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses professional positions located at the Department of Workforce Development, whose primary purpose is to provide job placement services to applicants and employers as workshop coordinators, program coordinators and in marketing and employment relations. Positions allocated to this classification must meet the statutory definition of professional employee, as defined in s. 111.81(15), Wis. Stats.

C. Exclusions

Excluded from this classification are the following positions:

1. Positions that meet the statutory definition(s) of supervisor and/or management as defined in s. 111.81(19) and (13) as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions that perform paraprofessional or advanced clerical duties for a majority of the time and are more appropriately classified in Office Support classifications (e.g. Office Operations Associate, Program Assistant Advanced Confidential, Employment Security Assistant, etc.).

3. All other positions that are more appropriately identified by another class series.

D. Entrance into This Classification

Employees enter this classification by competition.

II. DEFINITION

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Positions allocated to this classification provide job placement services to applicants and employers as workshop coordinators, program coordinators, and in marketing and employment relations. Work is performed under general supervision. In order to be appropriately allocated to this classification, the majority of the position's duties must compare favorably to the following representative positions.

Job Center Employment and Training Specialist: Positions in this allocation are located within the State Job Center Program and perform varied job placement activities in a field Job Center or Workforce Development Area (WDA) that includes: providing program-specific orientation to new participants, coordinating and monitoring the overall operation of programs to ensure department/state guidelines and standards are being met, developing employability plans and training contracts for program participants, monitoring the training efforts of program participants, developing and implementing correction action plans, developing marketing materials, developing and analyzing reports on program status; and/or developing plans for increased job seeker and employer utilization of Job Center services, designing promotional tools, informing employer and job seekers of the services provided, coordinating promotion of job center with local media; and/or providing in-depth assessments, utilizing assessment results for specialized programs, monitoring client progress, contacting employers to negotiate hiring agreements; and/or determining instructional area needs, developing and modifying the courses and presenting courses.

Disabled Veterans' Outreach Program (DVOP) Specialist: Positions in this allocation provide intensive services to meet the employment needs of disabled veterans and other eligible veterans, with the maximum emphasis directed toward serving those who are economically or educationally disadvantaged, including homeless veterans, and veterans with barriers to employment. DVOP Specialists are actively involved in outreach efforts to increase program participation among those with the greatest barriers to employment which may include but should not be limited to: outplacement in Department of Veterans' Affairs (DVA) Vocational Rehabilitation and Employment Program offices; DVA Medical Centers; routine site visits to Veterans' Service Organization meetings; Native American Trust Territories; Military installations; and, other areas of known concentrations of veterans or transitioning service members. These positions utilize a case management approach, as taught by the National Veterans' Training Institute, to provide vocational guidance or related services to eligible veterans identified as needing intensive services.

Local Veterans' Employment Representative (LVER): Positions in this allocation conduct outreach to employers and engage in advocacy efforts with hiring executives to increase employment opportunities for veterans, encourage the hiring of disabled veterans, and generally assist veterans to gain and retain employment. LVER staff conduct seminars for employers and job search workshops for veterans seeking

employment, and facilitate priority of service in regard to employment, training, and placement services furnished to veterans by all staff of the employment service delivery system.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the objectives and assigned tasks performed and/or by an identification of the education, training, work, or other life experiences which would provide reasonable assurance that the skills required to perform the tasks and the knowledge required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

As a result of the Employment and Training Specialist (A, B) Personnel Management Survey, the Employment and Training Specialist (A, B) classification was abolished and the Employment and Training Specialist classification created effective June 16, 2013 and announced in Bulletin OSER-0325-MRS/SC to update the duties and to remove the lettered progression.

This classification was modified effective April 19, 2015 and announced in Bulletin OSER-0389-CC/SC to add distinct allocation patterns within this specification.

This classification specification was modified February 04, 2018 and announced in Bulletin DPM-0460-CC/SC to update the allocations to better reflect the business needs of the agency.

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